

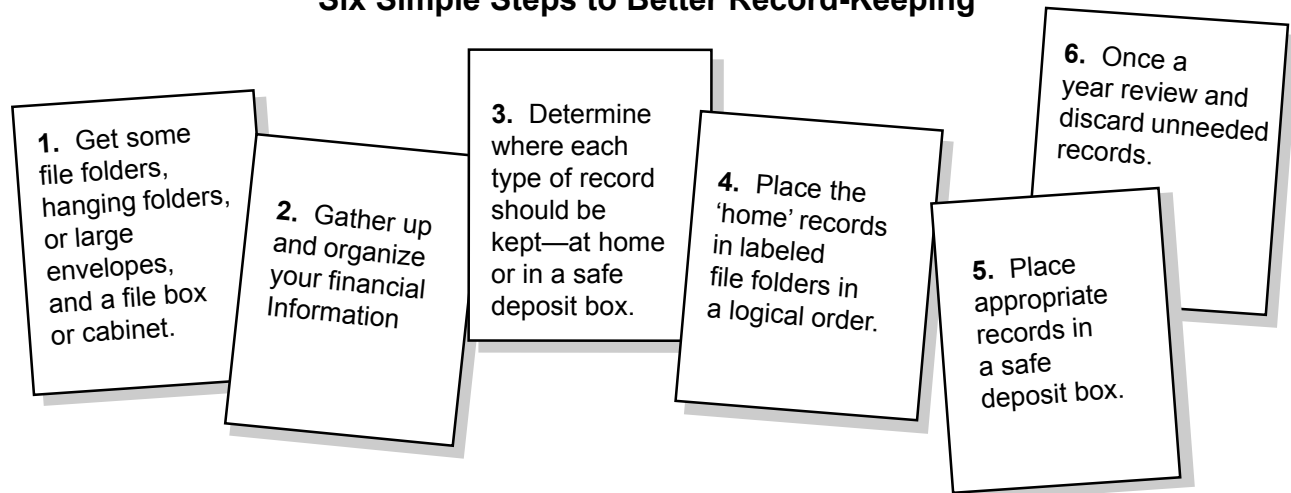


## ***PFM RECORD-KEEPING***

### ***ORGANIZER***



### **Six Simple Steps to Better Record-Keeping**



### **Items for Storage in Safe-Deposit Box**

#### **PERSONAL DOCUMENTS**

Family Birth Certificates  
Family Death Certificates  
Marriage Certificate  
Divorce Decree  
Baptismal Certificates  
Citizenship/Naturalization papers  
Adoption papers  
Military Discharge papers  
Social Security verification

#### **COPIES OF ESTATE PLANNING DOCUMENTS**

Wills  
Living Wills  
Health Care Proxies  
Trusts  
Letters of instruction  
Guardianship arrangements

#### **OWNERSHIP DOCUMENTS**

Bonds and Stock certificates  
Deeds  
Automobiles Titles  
Household inventories  
Home ownership records  
Copies of trust documents

#### **OBLIGATIONS/CONTRACTS**

Contracts  
Copies of insurance policies  
IOUs  
Retirement and pension plan documents

### **Labels for File Folders at Home**

#### **BANKING AND BILLS**

Bills due after this month  
Bills due this month  
Checking account transactions/statements  
Credit card transactions/statements  
Credit report  
Debt management plans  
Savings account transactions/statements/passbooks

#### **CHILDREN**

Important information for each child  
SSN  
Copies of birth certificates  
Passports  
School information

#### **ESTATE PLANNING**

Durable power of attorney  
Letters of Last Instruction  
Living Wills  
Will(s)

#### **FINANCIAL PLANNING**

Annuity policies  
Financial Planning Worksheet  
Insurance Policies  
Automobile  
Health and Medical  
Home  
Life  
Other  
Personal Liability  
Property

## more Labels for File Folders...

### HOUSEHOLD

Appliance manuals and warranty/  
guarantee information  
Complaint letters  
Home Purchase and sale documents  
Household Inventory  
(copy in safe deposit box)  
Property Tax information  
Purchase information/receipts for  
expensive items  
Repair records

### INVESTMENTS

Investment account information and  
statements  
IRA and other retirement account  
transaction statements  
Stocks/Bonds/Mutual Fund statements  
(original stock certificates & bonds  
should be kept in a safety deposit  
box)  
TSP information

### JOB

Command information  
Current resumes  
Employment records/information  
LES and other pay information  
Points of contact for emergency  
(military)  
Command Leadership  
Ombudsman  
NMCRS  
ARC

### MEDICAL

Family Dental Records  
Family Health records  
Insurance statements

### PERSONAL

Certifications/licenses  
Church information  
Divorce/separation papers  
Frequent flyer mile statements  
Legal papers  
Name and addresses of Financial Professionals  
Passports  
Powers of Attorney  
Safe Deposit Box spare key

### TAXES

Business expense records  
Current file for this years receipts & transactions  
Past year tax files

### VEHICLES

Buy/sell documents  
Lease information  
Maintenance and Repair records  
Registration/titles (keep titles in

## RECORD RETENTION

3 Years for Most Files

Tax Files and Information: Six Years

Homeownership Documents: As Long as You Own the Property

Safety Deposit Box Contents: Indefinitely for Most